

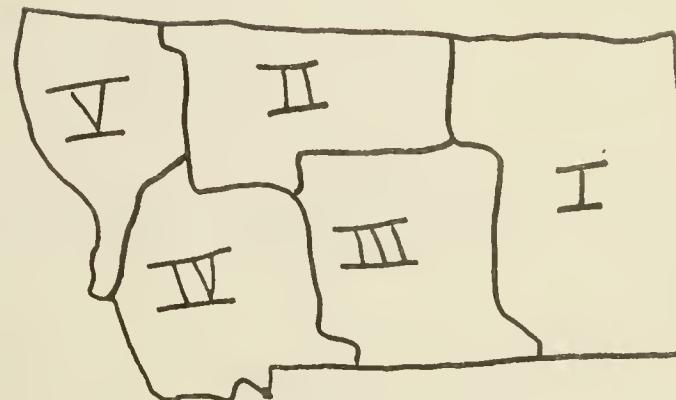
5  
3620.9786  
V3 ma  
1976

# PLEASE RETURN

STATE DOCUMENTS

MONTANA  
STATE PLAN  
FOR  
REHABILITATION FACILITIES

DEC 1 1976



STATE DOCUMENTS COLLECTION

7-11-1978

1976  
ADDENDUM

MONTANA STATE LIBRARY  
901 E. BROAD ST.  
Helena, Montana 59601

REHABILITATIVE SERVICES DIVISION  
Dept. of Social and Rehabilitation Services

DATE DUE

MSL JUN 15 '77

Montana State Library



3 0864 1005 0998 6

STATE OF MONTANA  
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES  
\* REHABILITATIVE SERVICES DIVISION \*

REHABILITATION FACILITIES PLAN  
1976 ADDENDUM

For The Establishment And Improvement Of

REHABILITATION WORK-ORIENTED FACILITIES  
REHABILITATION MEDICALLY ORIENTED CENTERS

by

Walter R. Donaldson, Administrator  
Rehabilitative Services Division

Helena, Montana

September, 1976





DISCRIMINATION PROHIBITED --

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 states:

"No otherwise qualified handicapped individual in the United States, as defined in section 7 (6), shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Therefore, all programs and activities receiving financial assistance from the Department of Health, Education, and Welfare must be operated in compliance with these laws.



Digitized by the Internet Archive  
in 2011 with funding from  
Montana State Library

<http://www.archive.org/details/montanasta1976mont>

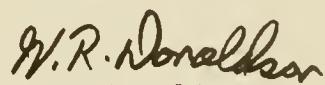
## FORWARD

The 1976 Addendum of the Montana State Plan for Rehabilitation Facilities is a public document intended to be utilized in guiding and influencing the establishment and improvement of rehabilitation facilities within the state. "Rehabilitation Facility" means:

A facility which is operated for the primary purpose of providing vocational rehabilitation services to or gainful employment for handicapped individuals, and which provides singly or in combination one or more of the following services for handicapped individuals: (1) Comprehensive rehabilitation services which include, under one management, medical, psychological, social, and vocational services; (2) testing, fitting, or training in the use of prosthetic and orthotic devices; (3) prevocational therapy; (5) speech and hearing therapy; (6) psychological and social services; (7) evaluation; (8) personal and work adjustment; (9) vocational training (in combination with other rehabilitation services); (10) evaluation or control of special disabilities; and (11) transitional or long-term employment for the severely handicapped who cannot be readily absorbed in the competitive labor market: Provided, That all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to practice medicine or surgery in the State.

In this Addendum attention will be paid only to rehabilitation facilities with which the Rehabilitative Services Division has a special investment, that is specifically the rehabilitation work oriented facilities and the rehabilitation medically oriented facility indicated on the enclosed map. Because the Alcohol and Drugs Division of the Department of Institutions is specifically involved in halfway house establishment, program maintenance and certifying as well as the granting of federal funds to such facilities, the Rehabilitative Services Division relates to such facilities only as vendors and occasionally as consultants in the certifying of such.

This seventh annual Addendum will modify the original Montana State Plan for Rehabilitation Facilities and Workshops published in 1968. In accordance with the guidelines attached to the Commissioner's letter 68-41, dated June 18, 1968, this Addendum is designed to maintain this "State Plan" as a current and effective tool in notifying the population of Montana of two things: (1) the high quality rehabilitation facility services available to all individuals possessing physical and/or mental disabilities that are vocationally handicapping, and (2) the Rehabilitative Services Division's intent to support either directly via grants or indirectly through the purchase of vocational evaluation and work adjustment services what it considers to be the only key and necessary rehabilitation facilities in Montana. Those particular facilities are discussed in this state facility plan. It is hoped that this Addendum will fulfill these purposes and that the handicapped people of Montana will benefit from the much-needed services provided by these rehabilitation facilities, not only via the Rehabilitative Services Division, but under the auspices of other agencies also capable of singular and/or cooperative involvement in the purchase of services necessary for rehabilitation.



W. R. Donaldson  
Administrator  
Rehabilitative Services Division

HISTORY  
OF THE  
MONTANA REHABILITATION FACILITIES PROGRAM

A brief overview of the development of the rehabilitation facilities program in Montana will bring the reader into focus with the present situation.

In 1966, in accordance with the 1965 amendments, an administrative staff position was approved for a person designated to plan, establish standards, and assure effective development and utilization of rehabilitation facilities within the state. In Montana, as in most states, the Rehabilitation Facilities Specialist was appointed to this position for the specific purpose of working with rehabilitation facilities.

In 1966, an application was submitted to the Department of Health, Education and Welfare, Vocational Rehabilitation Administration, for a Statewide Planning Grant. A Planning Director was hired, and a final report was submitted in 1968. The original Montana State Plan for Rehabilitation Facilities and Workshops was written as a result of the findings of the Statewide Planning surveys and was also published in 1968. The initial planning process for the State Plan was set up in four phases identified as follows: (1) preparatory activities, (2) inventory and utilization of rehabilitation facilities, (3) determination of needs, and (4) continuing activities. These phases are reflected in the publication of the original Facilities Plan in 1968, and continue to be ongoing as reflected in the subsequent annual addenda.

1971 marked the beginning of a reorganization of state agencies. Due to such a movement, the Facilities Specialist responsibilities fell within

the realm of the newly organized Special Projects Bureau administered by the Chief of Special Projects. Thus, in addition to being accountable for special projects and programs for the state rehabilitation agency, the Chief of that Bureau is responsible for being attentive to the state's needs in terms of the establishment, utilization, development, and improvement of rehabilitation facilities.

#### TRENDS AND PLANNING RELATIONSHIPS

As a result of the Executive Reorganization Act of 1971 (Senate Bill 274) consolidation and coordination of agencies, and more importantly, of purpose, have taken place. Reflections of such are the attempts at planning and organization by state agencies for rehabilitation facilities.

In January, 1972, a number of state agencies and others considered to be human resource agencies were invited by the Rehabilitative Services Division to participate in a two and one-half day seminar to discuss methods of financing rehabilitation work facilities in Montana, utilizing cooperation between various state-federal programs and the private sector, as well as purchase-of-service arrangements. Agencies and programs in attendance were the Rehabilitative Services Division, the Social Assistance Field Division, WIN, Social Security, Vocational Education, Montana ARC, Veterans Administration, Model Cities, Mental Health, Aging Services Division, Eastern Montana College Rehabilitation Counseling Program, After-care Division, State Department of Public Instruction, Special Education, Governor's Manpower Planning, Medical Services, Regional Office Rehabilitation Services, Disability Determination Bureau, Crime Control Commission, Facility Directors and Board Members from Helena, Billings, Butte, and Eastern Montana. The concepts of block funding and set-aside allocations to these facilities were considered. An Action Committee was formulated to implement the findings of the seminar.

The rehabilitation work facility directors left the seminar with the charge to market their products to all appropriate agencies in attendance and others. As its participation on the Action Committee, the Rehabilitative Services Division did survey its counselors (purchasers of services) on rehabilitation work facility usage to determine the feasibility of block funding. It was determined to be impractical at that time or for fiscal years 1973 and 1974.

During fiscal year 1974 the Superintendent of Public Instruction's Office initiated a statewide regionalized planning effort to consolidate service delivery efforts to all individuals from zero (0) through twenty-five (25) years of age who possess handicapping disabilities. This effort, now dictated by law, has provided more business for rehabilitation facilities within the state. In addition, the Developmental Disabilities (DD) authority was transferred from the Department of Institutions to the Department of Social and Rehabilitation Services. Such a move has provided for more community utilization of rehabilitation facilities on behalf of the developmentally disabled, now the largest users of such facilities.

The effects of 1974 legislation were felt by rehabilitation facilities, and new legislation, pro-these facilities, was signed into law.

- I. A certification procedure, utilizing the CARF accreditation, was begun for rehabilitation facilities.
- II. A bill to purchase \$200,000 worth of sheltered extended services from sheltered workshops and work activity centers was signed into law.
- III. A bill to allow state agencies to negotiate contracts for the purchase of products not exceeding five thousand dollars (\$5,000) with sheltered workshops and work activity centers without complying with competitive bid practices was signed into law.

Since that 1974 legislative session, the history of the rehabilitation facility movement in Montana has been contained in the implementation of federal and state facility legislation.

Facility certification after CARF accreditation has been ongoing for two (?) years. Seven of the eight (8) recognized rehabilitation facilities have been certified. The eighth facility has been provisionally certified. The current policy regarding facility accreditation and certification is stated in Appendix A.

The Extended Employment Program in Montana was initiated as a result of lobby efforts by the rehabilitation facility directors and concerned parents and guardians of individuals who could benefit from these services. The policy describing the program intent for Extended Employment is contained in Appendix B.

This particular program was appropriated \$200,000.00 for implementation. The first year of the program, \$75,000.00 of the \$200,000.00 was given to the Developmental Disabilities Program to pay for extended employment services for only the Developmentally Disabled. The remaining \$125,000.00 was spent for such services on behalf of disabled individuals who did not qualify for any other funding source to support them in Extended Employment. Approximately 50 disabled individuals in five (5) facilities benefited from the services the first year. The second year of the program, the total \$200,000.00 was set aside for all disabilities (other than the Developmentally Disabled individuals) needing the service. Approximately 60 individuals in six (6) facilities benefited from the service. All but \$10,000.00 of the \$200,000.00 was spent.

While the facility legislation eliminating the necessity for competitive bidding on state agency purchases up to \$5,000.00 has been on the books since 1974, the use of this possibility by the state has not been broad based. A lobby effort by current facility directors for more recognition of this enabling legislation would be very appropriate during the next legislative session.

During fiscal year 1975 an application was initiated to provide

Each of the six (6) rehabilitation facilities with Innovation and Expansion funds to hire a placement specialist to do job development, job placement and followup for the facility clients, with an emphasis on the severely disabled. That application was funded and the project began July 1, 1975. During the first year of that project, the facility job placement staff placed 163 handicapped people, of which 64% were severely disabled. That project is entering its second year.

Also during fiscal year 1976 all eight rehabilitation facilities initiated program evaluation within their facilities to begin the measurement of overall program effectiveness and administration. And, the Residential Continuing Education Program provided two different training programs for facility staff...one on OSHA Compliance and one on vocational evaluation. The vocational evaluation service in five (5) of the eight (8) facilities was strengthened with the purchase of a Valpar Evaluation System for each of those five (5) facilities.

## REHABILITATION FACILITY ADVISORY COUNCIL

Due to the dictates of Executive Reorganization, no Rehabilitation Facility Advisory Council existed for four (4) fiscal years, nor could exist until created by the Director of the Social and Rehabilitation Services Department, or the Governor, or officials of an executive department (other than a department head), and in the latter case, only if federal law or regulations require the creation of a facility advisory council as a condition for the receipt of federal facility funds.

However, during fiscal year 1976 an Advisory Council for the Rehabilitation Services Division was appointed by the Governor. This Council for the Division is advisory in all phases of the vocational rehabilitation program. Thus, it is advisory to the rehabilitation facility movement in Montana. As advisor to the facility movement, the role of the Council is as follows:

### I. Purpose

- A. Represent public and private interests as they pertain to rehabilitation facility planning.
- B. Serve in an advisory capacity to the rehabilitation agency facility staff.
- C. Advise and assist in the development of a continuing State Plan for Rehabilitation Facilities within Montana.

### II. Function

- A. The focus of council concern will be the present and future rehabilitation facility needs of the disabled people in Montana.
- B. The Council will advise on:
  1. Current status of rehabilitation facilities in Montana.
  2. Immediate and long-range needs of Montana rehabilitation facilities.
  3. Requirements and standards for continuing program to evaluate such needs and assess the effectiveness of programs developed to meet these needs.

C. The Advisory Council, in addition, will be concerned with the following:

1. Serve as a source of information to the planning staff as to problem areas of areas of rehabilitation service deficiency.
2. Advise on methods of maintaining quality service and effective utilization of centers.
3. Take into consideration upgrading and expanding existing facilities prior to new development.
4. Advise on rehabilitation facility need based on population, geography, and disability factors.
5. Assist in development of a priority list for rehabilitation facilities.
6. Consider methods of implementation of final recommendations to solve current needs.

EXPLANATION OF ENTRY CODES  
FOR  
INVENTORY FORM

1. Enter name or number of planning area.
2. Enter the city or town, county, and name of workshop or facility listing all workshops or facilities in each city or town consecutively in alphabetical order. List out-of-state facilities and workshops separately.
3. Type of Facility:
  1. Rehabilitation Center -- an organizationally autonomous and legally constituted entity providing a range of services in the field of rehabilitation.
  2. Rehabilitation Center (general hospital or university unit) -- similar to #1 but represents a part or unit of a larger medical complex.
  3. Evaluation Unit -- an organized program of services, usually physically separate, designed to identify the individual's assets and liabilities as they relate to vocational objectives. Such units may be found in State institutions, public schools, etc.
  4. Workshop -- provides evaluative and therapeutic vocational services and/or remunerative employment to the severely disabled.
  5. Other -- if this category is used, identify what type of facility it is.
4. Enter the sponsorship of the workshop or facility, using the following codes:

PUBLIC

1. City
2. County
3. State vocational rehabilitation agency
4. Other State
5. Other Public

NONPROFIT

6. Community nonprofit association
7. Church affiliated
8. Other nonprofit

5. Enter interest which sponsor has in property, using the following codes:

1. Own
2. Rent or Lease
3. Rent Free

6. List major disability groups being served. Include only those groups which comprise a significant proportion, at least 10 percent of the total caseload.
7. Services. Enter services provided in the facility or workshop using the following code:
  1. Medical evaluation -- Services involving medical diagnostic procedures and consultative evaluations.
  2. Medical management -- Services involving the progressive treatment and supervision of client medical problems as related in all program areas while in residence or attendance at the facility.
  3. Physical Therapy -- Includes the general area of physical restoration services rendered by physical therapists.
  4. Occupational Therapy -- Includes the application or use of any occupations for remedial purposes under the direction of occupational therapists.
  5. Speech and hearing services -- Includes the services rendered by speech pathologists, audiologists, and related personnel.
  6. Psychological -- Includes services related to the mind and mental functioning, particularly as demonstrated in behavior.
  7. Social Service -- Includes the services rendered by a social worker, family counselor, and similar personnel working in the field of social adaptation.
  8. Vocational counseling -- Includes the process of vocational guidance, selection, and follow-up.
  9. Vocational Evaluation -- Services related to the determination of the adaptability of individuals to particular careers or lines of endeavor by behavioral observation through an organized process of job tryouts and sampling, either simulated or actual.
  10. Vocational Training -- Includes services rendered in connection with the fitting of a client for gainful employment. Such work normally is performed by vocational instructors, occupational skill instructors, industrial arts instructors, and similar types of teachers.
  11. Job Placement -- Services rendered in connection with providing jobs for clients, usually done by vocational counselors or placement specialists.

12. Workshop Employment

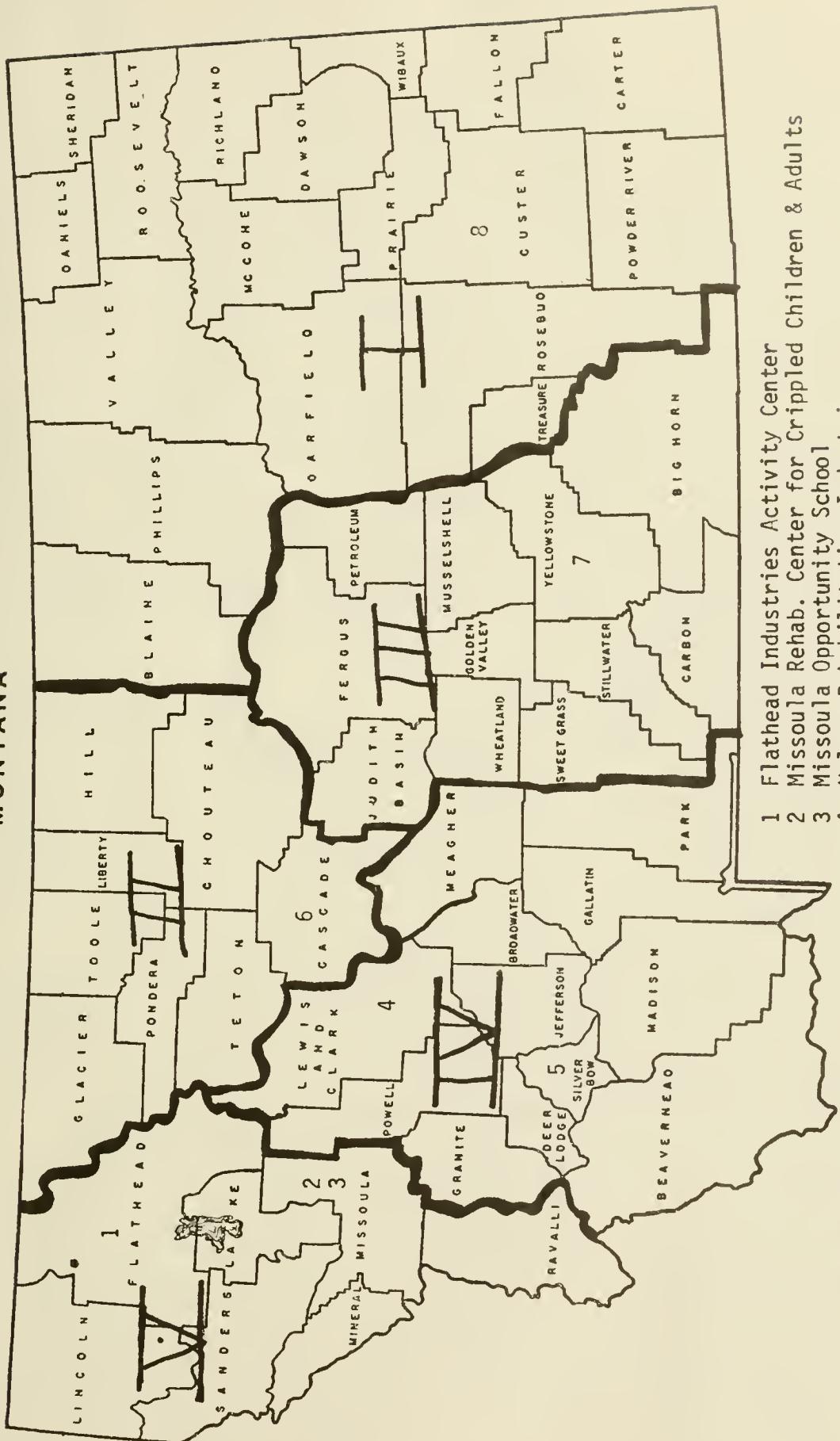
- a. Transitional - workshop employment of a temporary duration where clients, after suitable work adjustment training and exposure, are expected to go on to the competitive fields.
- b. Extended - workshop employment of an enduring or permanent duration under circumstances where there is little chance of the client moving to a competitive environment and where he must continue under sheltered and protective conditions.
- c. Work Activities - Provision of therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacities inconsequential.

13. Other - Any other service which is not covered by the above categories.

8-A through 8-D. In the following columns, differentiate between in-patient and out-patient statistics by underscoring in-patient statistics.

- 8-A. Enter the total number of clients who were served by the facility during last fiscal or calendar year.
- 8-B. Of the total number in 8-A, enter the number referred or sponsored by the State vocational rehabilitation agencies (regular and blind).
- 8-C. Enter the average number of clients being served daily by the facility or workshop.
- 8-D. Enter the percentage of utilization represented by the figure in 8-C compared with the total capacity of the facility.

## MONTANA



1	Flathead Industries Activity Center
2	Missoula Rehab. Center for Crippled Children & Adults
3	Missoula Opportunity School
4	Helena Rehabilitation Industries
5	Butte Sheltered Workshop
6	Easter Seal Adult Training Center
7	Billings Sheltered Workshop
8	Eastern Montana Industries

No. 1050 — County Outline Map  
STATE PUBLISHING COMPANY  
Helena 3 80 Pads - E - WY



CONTINUING ACTIVITY

While adherence to the base-satellite concept of facility development and expansion in Montana has not been loyal, the resolution in Appendix C by the Division's Advisory Council is proof of the original concept's continued existence.

The Montana Rehabilitative Services Division will annually submit an addendum and modification of the State Plan for rehabilitation facilities and workshops reflecting both quantitative data and narrative statements substantiating changes that have occurred since the writing of the previous addendum. When appropriate, future addenda will continue to reflect the following:

1. Advisory Council matters,
2. Planning relationships with other agencies,
3. Changes in the state planning regions,
4. Inventory of rehabilitation facilities,
5. Narrative of each such facility.
6. Identification of rehabilitation service deficiencies,
7. Identification of priorities in the establishment and expansion of rehabilitation facilities,
8. Identification of continuing activity.

State Workshops and Rehabilitation  
Facilities Plan  
MONTANA  
Form I  
MSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

Form Ap-2262  
Budget Bureau No.

State Agency MONTANA

Region	Location		Type of Facil.	Sponsorship or Program	Sponsors Inter- ested in Projec- t	Disability Group served	Services	No. of Client- es Served Last Yr.	VR Referrals Last Year	Procurement of Equipment	Procurement of Services
	City or Town	County or Facility									
III	Billings	Billings Yellowstone Sheltered Workshop	4	6	2	Mental Retardation	8, 9, 10 11, 12, A, B, C	285	213	20.85	60.4%
						Mental Illness					
						Physical Disability					

BILLINGS SHELTERED WORKSHOP

3116 FIRST AVE. NORTH  
BILLINGS, MT 59102

The Billings Sheltered Workshop, governed by an eight (8) member Board of Directors, is a private, non-profit corporation that has been providing habilitation and rehabilitation to the handicapped for five (5) years. A well qualified staff of 28 people provide the following services:

Employability Training:

The Work Adjustment Training program and Sheltered Employment program are being included under one title - Employability Training (Transitional and Extended). Transitional Employability Training replaced the Work Adjustment Training program. Independent living, basic education, grooming, cooking classes and money management are being dropped from the program as so many other resources have been developed in these areas over the past two years. The program emphasis in Employability Training is strictly work-related. If outside activities or influences affect the client's work training, then the problem is dealt with. Otherwise, the program is to develop the client's work habits and skills. This training is done in the production areas of woodworking, auto detailing, book binding, and canvas and furnace filter manufacturing.

Training at the Work Activity Center is termed Pre-employability as that program emphasis is to train the clients for the Employability Program. In the past, the Work Activity Center offered mobility training, cooking classes, and occupational exploration. These services are being deleted because of the programs being offered by other agencies and the duplication of services.

Employability Training is contracted to serve 12 Rehab Services clients; 5 School District and 15 Developmentally Disabled and 7 RSD

Extended Employees. These figures are slots per month that will be available to the above agencies.

The Pre-employability Training Program (Work Activity Center) is contracted to provide training slots for 40 Developmentally Disabled clients, 2 School District persons and 2 RSD Extended Employment slots.

Work Evaluation:

Work Evaluation is a diagnostic service designed to assess a person's work potential and work-related behavior. This Center is physically separated from the rest of the Workshop. The core of testing apparatus includes the full battery of job samples from the Singer/Graflex Job Sample System and the JEVS Job Sample System. Also, numerous other standardized psychometric tests are used. Clients are referred for this service from many services, specifically the Rehabilitative Services Division, Billings Schools, Industrial Accident, Division of Visual Services, Vo-Tech, and the VA.

Job Placement:

Job seeking skills and job placement is a service offered for persons who need assistance in learning how to find and hold a job. Follow-up is done to insure the adequacy of the placement and the satisfaction of the employer and employee. A new job placement record was achieved the past fiscal year. 51 individuals were placed in competitive employment. 25 of those were severely disabled.

Certification and Licensing:

This facility is certified by the U. S. Department of Labor, Wage and Hour Division, accredited by the Commission on Accreditation of Rehabilitation Facilities and OSHA approved.

Financing:

Financing of the facility is via the VA, United Way, the Rehabilitative Services Division, School District #2, and the Developmental Disabilities Division.

State Workshops and Rehabilitation Facilities Plan  
INVENTORY  
Form I  
NSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

State Agency MONTANA

Form Approved  
Budget Bureau No.

19.

Report	Location		Name of Facility	Disability Groups served	Sponsors Inter-est in Property	Sponsorship of Program	Type of Facil.	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County									
I	2a	2b	2c	3	4	5	6	7	8a	8b	8c
IV	Butte	Silver Box	Butte Sheltered Workshop	3,4 5,6	1,2	Developmentally Dis-abled A, B, C	5,6,7, 8,9,10, 11,12	99	64	48	87%

BUTTE SHELTERED WORKSHOP

207 S. MONTANA STREET  
BUTTE, MT 59701

The Butte Sheltered Workshop is a private, non-profit corporation that has been providing services for handicapped people for twelve years. The Workshop is governed by a twenty-one member board of directors. The services are carried out by a fifteen member staff, composed of an executive director, vocational evaluator, client services supervisor, contracts manager, placement supervisor, executive secretary, three department supervisors, food service instructor, two special ed teachers and three clerical personnel.

PROGRAMS

The existing program of services offered by the Workshop consist of the following: (1) vocational evaluation, (2) work adjustment training, (3) vocational training, (4) extended employment, (5) pre-vocational training, and (6) job placement.

Vocational Evaluation

The purposes of the evaluation phase of the Workshop are as follows:

1. To assess the persons functioning.
2. To assess his/her potential functioninq.
3. To determine if potential functioning, when obtained, will be adequate for employment.
4. To determine the remediation procedures that will enable the person to move toward his/her potential functioning.
5. To determine, from the attitude patterning, the type of employment for which the client is best suited.

Various methods are used in the evaluation process, such as work samples (available via the Sinaer Graflex and Valpar systems),

psychometric tests, interviews and actual work tryouts, both within the agency and also on outside job slots.

#### Work Adjustment

While evaluation centers on the handicapped person, per se, the activities are highly personalized. Since the activities are aimed at an appraisal of the individual's deficiencies and remaining capabilities, it can be said that, activities are of a psychological nature.

In work adjustment, the climate is more of a group structure and the emphasis is placed and aimed at that intermediate point between dependence and independence. The opportunity is provided for the client to become gradually oriented to other people and become active in a large environment, simulating a competitive work atmosphere. Thus, it can be said, the emphasis in work adjustment is social adjustment in nature. Further, work adjustment makes disciplinary demands on the client which are in direct contrast to the acceptance he has received heretofore. These disciplines are calculated to give him exposure to competitive industries' behavioral demands.

#### Vocational Training

Vocational training is provided through two specific programs, food service training and teacher aid training.

The purpose of the food service program is to instruct handicapped men and women in food service areas, such as, kitchen helpers, salad girls/boys, steam table helpers, pot scrubbers, chef's helpers and in kitchen maintenance.

The clients are trained in the following aspects of food service:

1. Personal hygiene and the importance of good grooming.
2. Rules of conduct, relationship with other employees and employers.

3. Safety rules.
4. Job opportunities.
5. Care and use of equipment, stationary pieces, small appliances and hand tools.
6. Sanitation in food handling.
7. Food preparation, salads, beverages, vegetables, baked products, desserts, soups and etc.
8. Methods of service, table setting, etc.
9. Kitchen maintenance, dish washing, cleaning of all equipment, floors, tables, etc.

The type of instructional methods to be used will be demonstration, for the most part, accompanied by observation and instruction, supervised job instruction, repetition, audio-visual materials and, if feasible, some printed instruction.

The program is designed to provide actual situations as realistic as possible, that a client would find in restaurants, hospitals, and institutions. It provides on-the-job training as they assist in preparing one meal a day for approximately 40 people.

The teachers aid training program is operated in conjunction with the Butte Head Start project. Several trainees have been placed in the classrooms and are being prepared to handle the following responsibilities:

1. Supervise children getting off the bus.
2. Help prepare snacks for classes.
3. Assist children in removing coats, boots, and etc.
4. Assist children brushing their teeth after lunch.
5. Help office staff in duplication of papers for the teachers.
6. Help supervise playground activities.

These are only a sampling of the activities these trainees participate

in.

Extended Employment:

Extended Employment provides an opportunity for those clients that are not ready for competitive employment to improve their work skills. Examples of the work that clients perform in the extended employment program are: packaging of nuts and bolts, which includes; weighing, sorting, counting, labeling, assembling, stapling, folding and etc. There is also, the fabrication of redwood planters and other products made of wood. Sewing, arts, and crafts, and miscellaneous contracts provide a wide variety of paid work experience for these people in the work activities area.

Functional Living Skills:

This phase of the service provided by the Workshop, gives the clients training in those skills, other than specific vocational skills that are necessary to decrease dependency. General vocational prerequisite skills are taught, as well as, basic personal care, cooking, budgeting, shopping, self help techniques, with regard to obtaining assistance from agencies, such as banks, hospitals or social services departments. Community awareness is provided through this program, in the form of tours and excursions which broaden the experiences of the clients and give them information on where to look for other services.

Placement:

Preparation of clients for competitive employment is attained through the programs described above. At the point when a client has achieved the majority of skills for a job, he/she is referred to the placement department where a suitable job can be found for him/her. A job readiness class is provided, which instructs the client

in the proper methods of interviews for jobs, filling out forms, types of jobs available, etc. The Workshop placement department has found jobs for thirty-two persons during the past fiscal year (1975 - 1976).

The Butte Sheltered Workshop has received excellent cooperation from the Southwestern Regional Mental Health Clinic and Easter Seal Center, School District #1 special ed department and other agencies in a joint effort to provide the best possible service for the handicapped.

The Workshop is certified by the U. S. Department of Labor, to provide evaluation and training services and as a work activities center. The Commission for Accreditation of Rehabilitation Facilities has given the Workshop a three year certification.

#### FUNDING

Funding of the Workshop is by the Rehabilitative Services Division, Developmental Disabilities Division, Veterans Administration, United Way, donations and federal and state grants.

State Workshops and Rehabilitation Facilities Plan  
INVENTORY  
Form I  
RSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

Form Approved  
Budget Bureau No.

State Agency MONTANA

Region	Location	Name of Facility	Type of Facility	Sponsorship of Program	Sponsors Inter-est in Project	Disability Groups Served	No. of Clients Served Last Year.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
I	2a	2b	2c	3	4	5	6	7	8a	8b
II	Great Falls	Cascade	Easter Seal Adult Training Center	4	8	1	Developmentally Disabled	5, 8, 10, 12- A, B, C	2	46 80%

EASTER SEAL ADULT TRAINING CENTER

4400 CENTRAL AVENUE  
GREAT FALLS, MT 59401

The Easter Seal Adult Training Center is a training facility serving developmentally disabled adults (the mentally retarded, epileptic and cerebral palsied). The program is funded in part by a contract between the Easter Seal Society for Crippled Children and Adults of Montana, Inc. and the State of Montana, Department of Social and Rehabilitation Services. The Easter Seal Society is the program vendor with Adult Training being a division of Easter Seal's statewide services. Other funding is provided through Easter Seal contributed income, local school district service fees, income generated in the Adult Training Production Area and other sources.

The Adult Training Center is responsible to the Easter Seal Society State Board of Directors and to the Adult Training local Advisory Board. The Adult Training Center itself is administered by one Director and 17 other staff consisting of: Coordinator of Client Services, Adult Basic Education teacher, three (3) Program Managers, one (1) Production Operations Manager/Contract Procurement Specialist, seven (7) Teacher Assistants, three (3) Production Floor Supervisors, and a Secretary/Bookkeeper. Other staff provided by the State Easter Seal Society for use by the Adult Training Center are: one (1) Speech Pathologist, and one (1) Bookkeeper.

PROGRAM AND PROGRESS REPORTS

The mission of the Adult Training Center is to provide community based independent living skill training, vocational development, placement and supportive services to vocationally handicapped persons who are physically and/or mentally disabled in order to maximize independent living skills, communication skills and earned income ability. Referrals

to the Adult Training Center may come through a variety of agencies including: Social Services Division of SRS, Rehabilitative Services Division of SRS, School District, and others. The community-wide Habilitation Team is responsible to finally determine the most appropriate program of services for the client.

Training emphasis within the Adult Training Center include:

Basic Living Skills

Training programs in Basic Living Skills may include self-help, personal hygiene and grooming skills, basic academic training, social skills training and independent living skills training. Clients also have the opportunity to participate in programs for simple meal planning and preparation, shopping trips in the community, simple household maintenance and a variety of other activities. Clients are also exposed to simulated work experiences or work projects as appropriate. During FY 1975-76, fifteen (15) clients participated in this area of training.

Community Living Skills

This area allows clients the opportunity to learn survival skills that can be readily put to use in the community. Programs include: money recognition, coin combination and budgeting, time-telling, recognition of survival words and advanced meal planning and preparation. Community mobility is emphasized with trips to laundromats, supermarkets and other industries. A two-fold purpose is served:

1. The client is able to put newly learned skills to practical use.
2. The client is exposed to a variety of employment possibilities in the community.

Clients also participate in pre-vocational sewing and woodworking to prepare them for Production or other vocational training. Nine-

teen (10) clients participated in this program during FY 1975-76 with approximately five (5) advancing to other vocational training.

#### PRODUCTION

This area exposes the clients to real work situations. The approach is to teach the client specific work habits such as quality and quantity, punctuality and accurate direction following. Work done in Production includes: picture framing, furniture refinishing, sewing, telephone case refurbishing, weather station refurbishing, and others. Twenty-six (26) clients were served in this program during the past fiscal year, with three (3) advancing to competitive employment or advanced vocational training.

Placement services are available for clients desiring employment or further training. Follow up services are provided for one year after placement.

Additional services include:

Adult Basic Education to help clients in advanced academic skills such as reading, writing, banking, etc. The teacher also works with clients in understanding their basic legal rights. Work Attitude and motivation groups as well as counseling in self concepts are provided to better help the client cope with himself and his environment.

A speech and language pathologist provides evaluation and therapy with clients requiring assistance with speech, language and communication skills.

Plans for the future include: construction of a 6,000 square foot building to house the Production Area. The possibility is strong that a Sheltered Workshop may develop out of this also. Plans for a Work Adjustment Supervisor and Contract Procurement Specialist will aid in providing a higher level of training for clients.

The development of these services would make possible programs for those with other handicapping conditions such as: orthopedic problems, emotional difficulties and strokes. With these services, the caseload of the Center is expected to increase from the present 60 clients to 85-90 clients in the next fiscal year.

State Workshops and Rehabilitation Services Plan  
for the  
Fiscal Year  
1954-55  
S.E.A.L.I. (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service Administration  
Rehabilitation Service Administration  
Washington, D.C. 20201

Born At  
1952  
Budget  
Year

State Agency NEVADA

Region	Location			Type of Facil.	Sponsorship of Program	Sponsors Inter- ested in Property	Disability Groups served	No. of Clients Served Last Yr.	VR Benefits Last Year
	City or Town	County	Name of Facility						
I	Miles City	20	2c	3	4	5	6	7	8a

EASTERN MONTANA INDUSTRIES

P. O. BOX 636  
MILES CITY, MT 59301

During the fifth year of its operation, this private, non-profit facility is offering the following service system.

Work Activities Center:

The Work Activities Center provides for Vocational Training, Independent Living Skills Training, and Sexuality Training. Vocational Training is the primary emphasis of the program but it is supplemented by Independent Living Skills Training and Sexuality Training.

Work Adjustment Training:

Work Adjustment Training takes the form of teaching "Positive Worker Traits" rather than concentrating on developing specific vocational skills. For example, rather than being concerned about whether a client is a qualified "furniture refinisher" when he or she has completed the program, the training focuses more on the client's ability to acquire Positive Worker Traits such as: punctuality, attendance, good personal hygiene, cooperativeness, high quality and quantity of work, and positive work attitudes. This emphasis will help the client adapt to any work setting primarily because these traits are common to all work environments.

Independent Living Skills Training:

Independent Living Skills Training covers the whole gamut of skill training. Basically this is broken into two areas, Self-Management Skills and Communication Skills. Self-Management Skills include: Food preparation, budgeting and money management, time telling, grooming, socialization, recreation, laundry, use and upkeep of kitchen appliances,

house cleaning, telephone usage, traffic sign recognition, and general hygiene skills.

Communication Skills include speech, language, writing and reading.

#### Sexuality Training Program:

The Sexuality Training Program provides assistance to clients who have misconceptions or are confused about their sexuality. The program provides for a spectrum of sexual needs varying from learning how to act in a heterosexual group activity, to understanding the structure and function of the human reproduction system. Sexuality Training is completely dependent on the needs of the individual clients, whatever they may be. The basic emphasis is to help clients to achieve socially acceptable behavior.

Obviously a client does not receive instruction in each of these skills each and every day. Rather, an individualized plan is drawn up which capitalizes on the client's strengths and develops his weaknesses.

It must be noted that the Work Activities Program remains very flexible to accomodate individual needs. This loose structure allows the addition of outside services to the Work Activities Program. These services include: speech therapy, medical and dental care, Mental Health services, homemaker services, and the like. These services are found to be a beneficial addition in terms of serving an individual's total needs.

#### Speech Pathology:

The Speech Pathologist works with a multi-disciplinary team, providing diaqnostic and therapeutic services to speech and/or language-impaired clients. The full-range of services, involving the development of home programs, teacher and guardian conferences, audiological screening, and in-service training are available.

Job Placement Training:

The Job Placement program at Eastern Montana Industries is a program of Vocational Training and training in job seeking and job survival skills for the handicapped. The goal of this program is the placement of handicapped individuals in competitive employment and ultimately their assimilation into the main-stream of everyday life.

Vocational Evaluation Program:

This program is a Work Sample Evaluation System. This process assesses the client's productive potential through simulated work stations. Clients are exposed to a number of assimilated job tasks they might encounter on a job, i.e., nut, bolt, washer assembling, and various sorting tasks. The client is then rated on attitude, speed, quality, dependability, and punctuality. This process determines physical skills, and areas of job interests. An attempt is made to realistically assess the Vocational potential of each client. This program remains mobile in order to reach clients in their home towns.

Group Home Program:

The Group Home is a seven day a week, full time program involving two full time Group Home Operators and a Relief Group Home Operator. The operators are involved in the training of eight clients in personal care skills, self-help skills, and community living skills. Training includes areas such as dressing, grooming, bathing, cooking, laundering, money management, use of community services such as transportation and recreation. Again, the emphasis of the home is to individualize the program to aid the client in acquiring the skills necessary to become an active, integral member of a home living situation.

### Child Development Program:

The Child Development Program is a training program for individuals who are developmentally disabled, or have delays in the areas of speech, learning, or learning physical skills. It is a home-based training program to instruct parents or guardians in the effective training of their handicapped children. This training emphasizes improvement in the child's school, home, and community adjustment, and other adjustment. An individualized training program is set up by the Child Development Coordinator working in cooperation with the parent or guardian, to meet each client's needs and abilities. Weekly visits are made to the home by the Child Development Coordinator during which time activities are presented for the handicapped child. The content of the activities are presented for the handicapped child. The content of the activities are explained to the parent to include a method of conducting the training and method and techniques to be used in all phases of the training. Also, the parent or guardian is taught how to observe and record data for each task to follow progress on the individual client. Thus, the program is totally dependent on the involvement of the parent or guardian for its success.

### Transportation:

Transportation services are available to all individuals participating in any program in Eastern Montana Industries, for the purposes of, but not limited to, transportation to and from the facility, medical and dental appointments, and any ancillary services provided for in the resident community.

### Special Education Classroom:

The Special Education Classroom provides academic training for clients between the ages of 18 - 25 (in Fiscal Year 1976 this has been changed to the ages of 16 - 21). The Special Education Classroom is a self-contained classroom, which does double duty as a resource center.

Each student is instructed in various skill areas to capitalize on his assessed strengths and to improve his weaknesses. Functional academic areas covered in the classroom are: reading, mathematics, time telling, social skills, job training skills, personal hygiene, daily living skills, and recreation. An individualized program is developed for each student depending upon his individual needs.

State Workshops and Rehabilitation  
Facilities Plan  
INVENTORY

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

Form I  
RSA-11 (Revised)

State Agency MONTANA

Form Approved  
Budget Bureau No.

Location		City or Town	County	Name of Facility	Type of Facil.	Sponsorship of Program	Sponsors Inter- est in Property	Disability Groups served	Services	No. of Clients Served Last Yr.	VA Recipients Last Year	Average Daily Caseload	Percentage of Utilization
Region	Region												
V	Kali- spell	Flat- head	Flathead Industries for the Handicapped	6	1,2	Developmentally Disabled Adults	7, 10, 12C	34	2	26	90%	Residential	Socialization

FLATHEAD INDUSTRIES

P.O. BOX 685  
KALISPELL, MT 59901

Flathead Industries for the Handicapped was incorporated in December of 1973 and, at that time, assumed from Flathead Association for Retarded Citizens the responsibility of establishing a work activity program for developmentally disabled adults in Flathead County. Its purpose is to provide evaluation services, living skill and employment skill training, recreation, residential and supportive services to developmentally disabled adults in order to enhance their integration into the community and to assist them in obtaining an earned income.

On May 1, 1974, the Recycling Center began offering a 5 day per week work activity program. In a short time the client numbers reached thirteen.

In November of 1974 the Work Training Center facility opened its doors. Through the Work Training Center and Recycling Center programs, a broad range of training, recreation, socialization and work experiences was now available to developmentally disabled adults in Flathead County.

In May 1975, Winterhawk community home of women was established by the corporation and began accepting residents. The home initially accommodated six women plus the houseparents and now, after remodeling the home, accommodates eight.

During FY '76, the semi-independent living project was established and resulted in three clients previously living in community homes being placed in their own apartment. At the end of the year, these placements remained stable. The pilot for a respite care program was also established in FY '76 and the initial work begun on the Thrift Store Project. Several work activities were added including, packaging, pin flag production, and plant sleeve production. A campground clean-up contract with the Forest Service was initiated in June.

The Work Training Center of Flathead Industries provides: basic education, independent living skills, socialization and recreation, and vocational training to developmentally disabled adults.

1. Basic Education - practical reading, writing, and math skills.
2. Independent Living Skills - financial management skills, and domestic skills.
3. Socialization and Recreation - communication skills, community mobility, use of community resources, etiquette, sports skills, and hobby skills.
4. Vocational Training - job coping skills, work quality and speed skills, and job attitude skills, including involvement in actual work projects for which pay is required.

The emphasis of instruction is placed upon the individual needs of each client.

Instruction is provided to each client 6 hours per day. It is provided in scheduled classes within the training center and community. Since community living skills are best taught where they are needed, much of the training takes place in recreational facilities, stores, movie theatres, and other public places.

The services can be broken down into these specific skill areas:

1. A basic education skill would include any one of the following: telling time, saying and writing name, address, phone number, age, birthdate, guardian's name, family name, naming days of the week, saying the date, counting, measuring, identifying common colors, seasons of the year, time of day, knowing legal rights, and principles of good citizenship.
2. An independent living skill would include any one of the following:
  - a. Financial Management Skills - identifying various currencies,

knowing equivalent values, counting correct change, budgeting for needs, keeping account of bills and paying them promptly and correctly, and using simple banking procedures.

- b. Domestic Skills - preparing salads, soups, simple first-aid procedures, preparing sandwiches, meats, and other simple foods, planning menus, using stove and other kitchen appliances, using cooking tools, using measuring cups and spoons, recognizing the 4 basic food groups, setting and clearing the table, putting dishes and food away, cleaning refrigerator, oven and cupboards, consumer education, shopping for groceries and other household items, washing and drying clothes, ironing clothes, mending clothes, sewing on buttons, and folding clothes.

- 3. A socialization and recreation skill would include any one of the following:

- a. Communication Skills - verbalizing needs, responding to questions and instructions, speaking with acceptable rate, loudness, and pronunciation, and conversing with others.
- b. Community Mobility Skills - using bicycle safely, using a taxi, recognizing and obeying signs and signals, knowing where to go to sign up for utilities, food stamps, and to make address changes, and making arrangements for field trips.
- c. Community Resources Skills - using public restrooms, choosing appropriate stores for needs, adult behavior in public places, using movie theatres, swimming pools, a bowling alley, restaurants, parks, beauty and barber shops, laundromats, stores, and other private and public facilities properly, for field trips and designated sites and places for field trips,

and adult behavior while on field trips.

- d. Etiquette Skills - saying please, thank you, and excuse me appropriately, using appropriate, pleasant language, making proper introductions, and using manners in line with the social situation.
- e. Sports Skills - using sportsmanship, following game rules, using good posture, developing gross and fine motor skills, (kicking, running, grasping objects, walking, etc.) motor coordination skills, and perceptual skills, and pursuing one or more sports activities completely on own, developing a hobby.

Socialization is a part of everyday living; therefore, the training in these skills is incorporated into each area of instruction. The same goes for interpersonal relationship skills, such as accepting authority, assuming responsibilities, respecting rights and property of others, dealing with others honestly, acting in an adult fashion, respecting applicable dating and heterosexual behavior codes, and asking, accepting, and planning dates.

4. Vocational Training Skills include any one of the following:

- a. Job Coping Skills - working on time schedule, calling in when sick, saying name, address, phone number of company, finding way around building, and knowing where to get pay-check.
- b. Work Quality and Speed Skills - using tools, materials, equipment properly, working at acceptable speed, producing acceptable quality, following directions, and making needed corrections.

- c. Job Attitude Skills - cooperation with co-workers and supervisors, adjusting to changing situations, taking interest in the job, punctuality, perseverance, attendance, and attention span.
- d. Work Experience - involvement in actual work projects including receiving pay for productive work performed. Experiencing pride and satisfaction in being a productive citizen.

During fiscal year '76, 34 developmentally disabled clients (19 females and 15 males) were served. 70 percent of this population had been institutionalized.

Fiscal year '77 will witness the initiation of a work adjustment training service for vocational rehabilitation clients.

State Workshops and Rehabilitation Facilities Plan  
INVENTORY  
Form I  
NSA-11 (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

State Agency MONTANA

Region	Location		Name of Facility	Disability Groups served	Services	Served Last Yr.	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization	
	City or Town	County									
IV	Helena	Lewis & Clark	Helena Rehabilitation Industries, Inc.	4	6	2	Mentally Retarded	8, 9, 10, 11, 12 A,B,C	202	120	101
1	2a	2b	2c	3	4	5	Emotionally Handicapped	Skill Training			
							Physically Handicapped				
							Alcoholism, parolee, etc.				

HELENA REHABILITATION INDUSTRIES

1325 HELENA AVENUE  
HELENA, MT 59601

Helena Rehabilitation Industries, governed by an eight (8) member board of directors, is a private, non-profit corporation that has been providing habilitation and rehabilitation services to the handicapped for almost seven (7) years. A well qualified staff of 25 people provide the following services.

Vocational Evaluation:

Helena Rehabilitation Industries' Vocational Evaluation Program consists of a series of occupationally-oriented tests which determine an individual's interests, attitudes, achievement levels, dexterities, intellectual level of functioning, and other factors which determine an individual's competencies as they relate to the world of work. Through the use of these tools, general occupational strengths can be ascertained. Job samples, including the Singer Vocational Evaluation System, are then utilized to delineate the client's specific work skills and aptitudes. These job samples provide data which is used to pinpoint the particular occupation in which the client would have the greatest chance of success. Accompanying the testing and job samples are observations of behavior that affect the client's performance of the occupation indicated by the tests and job samples. This includes observation of the client's social development, abilities to relate to supervisors and co-workers, frustration tolerance, ability to take instruction and criticism, and other factors necessary for the client to obtain and hold a job.

At the close of the evaluation period, which usually takes three to five weeks, an interview between the client and evaluator is conducted. The general and specific employment strengths and weaknesses are discussed

and upon approval of the client, recommendations are made as to the job direction the client should pursue. In the recommendation, a series of goals are established as to the removal of employment hinderances, if any, and appropriate steps to be taken in order to obtain the job recommended by the evaluation unit.

Work Adjustment Training:

Through a combination of counseling, educational services and work activities, each client is aided in establishing attainable vocational goals relative to the findings of their evaluation and their own personal objectives.

After their performance in a work setting has been observed, a formal, individual plan is drawn up to assist the client in overcoming those skill deficits which impede them from becoming competitively employable.

Specific work related skills which are dealt with include: attendance, attitude toward criticism, co-workers, and supervision, quantity and quality of work, and academic skills as they apply to the client's vocational goal.

Clients of Helena Rehabilitation Industries are placed in work adjustment for one of two reasons: their employment hinderances can be overcome in one to six months, or to decide whether they would be better served in an extended program.

VR Extended:

Clients of Helena Rehabilitation Industries who require more than six months of job skill training, and who have not been diagnosed as developmentally disabled, receive services under VR Extended Employment.

Under this program the emphasis on counseling, academics and work experience are spread out over a longer period of time, but are still

aimed at aiding the client in acquiring those skills necessary for competitive employment.

While in VR Extended Employment, clients receive concentrated assistance in dealing with pressure situations which interfere with their daily functioning on a work and social level.

Clients of this agency who are placed in this program remain in VR Extended until such time as they can emotionally and physically handle the rigors of competitive employment and are then transferred to work adjustment training for "outside" placement.

As is the case in all other programs at Helena Rehabilitation Industries, a formal, individual program plan is used as an integral part of the total plan in attaining each clients vocational goal.

#### Shoe Repair Training Department:

This is a 16 week long pre-apprenticeship training program of intensive training in all phases of shoe repairing. It will acquaint the trainee with about everything he will encounter in shoe repairing.

The goal is to get all clients that complete the course to a point where they are employable and will be an asset to themselves and their future employers.

Helena Indian Alliance, VR, and CETA clients are served in this program.

#### Title XX Program:

The Title XX Program is designed to provide for persons in the community and other parts of the state, training in pre-vocational skills and specific vocational skills as well as a sheltered employment situation. The program's goal is to enable developmentally disabled persons to achieve or maintain economic support by employment or acquiring requisite skills for employment in order to prevent, reduce, or eliminate

dependency and prevent institutionalization.

A developmentally disabled person is defined as epileptic, mentally retarded, cerebral palsied, or any other nervous disorder that has to be treated like the above. The disorder must occur before the age of 18.

The program more specifically provides counseling, individual client staffing, client evaluation, supervised training, job placement and follow-up, basic education when deemed essential, communication groups with trained personnel, access to speech and physical therapy as well as free dental cleaning and checkups through the Carroll College Dental Hygiene Department.

#### S.W.A.P.:

The Special Work Adjustment Program is set up to answer the needs of the students involved in three areas: academics, home-living skills, and pre-vocational skills. The program includes some basic academics, (functional reading and math), housekeeping and cooking skills, personal hygiene and grooming, and craft activities. Pre-vocational training and supervised job placement are also provided for some students.

The program serves students from the Public School Program who are classified as trainable mentally retarded. There are also some students with emotional disabilities. One of the students served by the program is deaf.

The goals of the S.W.A.P. Program are based on the individual needs and abilities of the students served. The main objective of the program is to design an individualized program that will prepare the students to be semi-independent in their living skills and vocational placement.

State Workshops and Rehabilitation Facilities Plan  
TERRITORY  
Form I  
MSA-II (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

Form Approved  
Budget Bureau No.

State Agency Montana

Region	Location		Name of Facility	Disability Groups Served	Sponsors Interests in Property	No. of Clients Served Last Year.	VR Referrals Last Year	Average Daily Case Load	Percentage of Utilization
	City or Town	County							
1	2c	23	2c	5	6	7	8a	8c	8d
V	Msla.	Msla	Missoula Crippled Children & Adults Rehabilitation Center	1 6 1	CVA's Brain Injured Amputees Cerebral Palsied Industrially Injured	1,2,3,4, 5,6,9,11 treatments	11,123	90	63.2* 107%

\* Total Capacity 50 pts. per day

MISSOULA CRIPPLED CHILDREN AND  
ADULTS REHABILITATION CENTER

2829 FORT MISSOULA ROAD  
MISSOULA, MT 59801

The Missoula Crippled Children and Adults Rehabilitation Center was founded in 1938 and incorporated in November 1945. It is a non-profit organization whose purpose is to make available rehabilitation services to the physically handicapped. The Rehabilitation Center was most recently accredited by the Commission on Accreditation of Rehabilitation Facilities in 1975.

The goal of the Rehabilitation Center is to provide rehabilitation services to physically handicapped individuals, helping them to return to society as physically responsible as their disabilities will allow.

The concept of working as a team is fundamental in treatment and rehabilitation. Members of the team are doctors, physical therapists, occupational therapists, audiologists, speech pathologist, clinical psychologist, nurse, work evaluator, placement specialist, coordinator, vocational rehabilitation counselor, and patient. Team members meet regularly to discuss rehabilitation programs for each patient.

PROGRAMS

Rehabilitation Committee

This committee meets on a monthly basis. It is comprised of an orthopedic surgeon, clinical psychologist, physical therapist, occupational therapist, work evaluator, placement specialist, vocational rehabilitation counselors, insurance carriers, private insurance adjusters and Worker's Compensation Division personnel. Clients with injuries insured by any of the above agencies are reviewed and the Committee determines if the Rehabilitation Center can help them.

Persons referred to the Center through the Rehabilitation Committee receive an orthopedic examination, psychological evaluation, vocational work evaluation, and any other evaluation deemed useful for rehabilitation of the injured. Evaluations are discussed at Committee meetings. A Committee member is appointed to work closely with the injured and his family throughout the rehabilitation process. Following the clinic team's evaluations, the findings are discussed at a Committee meeting, and a follow-up conference is held with the injured workman. He is informed of the results of his evaluation and the Committee's recommendations. Two or more follow-up conferences may be necessary to help the injured workman to pursue all avenues toward gainful employment.

#### Vocational Work Evaluation Unit

Work evaluation is a method used to determine the employability of clients unable to compete in the job market due to some limitation, whether physical, psychological or developmental. Upon entering the unit, the client is given a series of work samples which are graded and evaluated to determine his functioning ability and potential. A work sample is part of an actual industrial job or a simulated industrial job which enables the evaluator to judge a person's attitude and interest in that specific field. A commercial work sample series developed for the industrially injured by VALPAR is used in conjunction with 50 other work samples. The evaluation unit has been set up to simulate an actual work day. A placement specialist works closely with the injured workman and the evaluator in seeking employment or placement of those persons enrolled in this program.

### Pain Clinic

The Pain Clinic specializes in the diagnosis and treatment of individual chronic pain problems. The goals of this clinic are to help persons understand, cope, and live with their pain and to reduce pain. Chronic pain sufferers who have had all the usual treatment with little or no success are candidates for this program.

### Upper Extremity Clinic

This clinic meets once each month to evaluate and recommend treatment for patients with upper extremity injuries. An orthopedist, plastic surgeon and an occupational therapist evaluate each patient. The recommendations are sent to the referring agents.

### Amputee Clinic

The team of an orthopedic surgeon, physical therapist, occupational therapist, orthotist, prosthetist, insurance carriers, Worker's Compensation Division, Vocational Rehabilitative Counselors, and other interested people meet once monthly to evaluate and prescribe artificial limbs for amputees. Each amputee returns to insure a proper fit and that the artificial limb is satisfactorily constructed.

### Crippled Children's Clinic

Children with physical, neurological, or developmental disabilities are evaluated by a rehabilitation team of an orthopedic surgeon, physical therapist, audiologist, and other specialists. Recommendations are made by the team for treatment.

### Transportation

Transportation is available for non-ambulatory patients on a need basis. The van is equipped with a hydrolic lift and wheelchair tie-downs. A full-time driver who has an Emergency Medical Certi-

ficate is employed.

Financing

Financing of the Center is by donation, memorials, United Way, insurance companies, Medicare, Medicaid, Indian Health, Worker's Compensation, Rehabilitative Services Division, private patient fees and federal and state grants.

State Workshops and Rehabilitation Facilities Plan  
TERRITORY  
Form I  
NSA-II (Revised)

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE  
Social and Rehabilitation Service  
Rehabilitation Services Administration  
Washington, D.C. 20201

Form Approved  
Budget Bureau No.

State Agency MONTANA

Region	Location			Sponsors Inter- est in Property	Type of Facil. Program	Sponsorship of Facil.	Disability Groups served	Services	No. of Clients Served Last Yr.	VR Referrals Last Year	Average Daily Caseload	Percentage of Utilization
	City or Town	County	Name of Facility									
1	2a	2b	2c	3	4	5	6	7	8a	8b	8c	8d
V	Msla.	Msla.	Missoula Opportunity Workshop	1	6	2	Mentally Retarded	6, 8, 9, 10, 12 A, B, C	76	55	38	84.4%

Occupational  
skills  
training;  
Transpor-  
tation

MISSOULA OPPORTUNITY WORKSHOP

2320 FORT MISSOULA ROAD  
MISSOULA, MT 59801

The mission of the Opportunity Workshop is to provide evaluation, employability development, placement, functional development, and support services to physically, mentally, socially, and vocationally handicapped persons. These services are designed to reduce the occurrence of institutionalization, maximize daily living skills, and/or to obtain an earned income. The Opportunity Workshop provided these services to 99 adults during fiscal year 1976.

The Opportunity Workshop provides services in evaluation, vocational adjustment, and occupational skills training.

The evaluation program is designed to assess the employment capabilities of vocationally and severely handicapped individuals. It is a mobile evaluation unit which covers the seven counties in Montana's Region I. The J.E.V.S., McCarron Dial, and C.O.P.S. Evaluation Systems are used. Thirty-seven people were evaluated during fiscal year 1976. Of that number, ten people were referred to the other services of the Opportunity Workshop. The remainder were referred to other rehabilitation programs or services.

Vocational Adjustment provides services in social and personal adjustment, self help and survival skills, work adjustment, transportation, contract and other work oriented production, and competitive employment training. Vocational Adjustment services were provided to 54 adults during fiscal year 1976. Of that number, seven were funded through Work Adjustment, five through Extended Employment, and 42 through Title XX.

Services were provided to an average of 40.75 clients per month. A breakdown of this total is as follows:

Title XX	35.25 Clients per day
Work Adjustment	2.5 Clients per day
Extended Employment	3 Clients per day

Placement services are provided for individuals in vocational adjustment. Close supervision and follow-along are provided to insure job retention and to increase productivity. Eight people were placed in competitive employment during fiscal year 1976. Of those eight, three were funded through work adjustment, four through Title XX, and one was a former client.

Occupational Skills Training is provided to vocationally handicapped individuals to assist them in the acquisition of vocational skills and movement into competitive employment. Janitor skill training, and placement and follow-up are provided for the clients. The program started in April of 1976 with a class of eight people.

## PLANNING ACTIVITIES

The goal of rehabilitation facility planning continues to be the development and expansion of such facilities and programs in Montana that will provide the most and best rehabilitation services to the greatest number of handicapped.

The Rehabilitative Services Division's Special Projects Bureau continues to receive many requests for federal funds to establish or expand rehabilitation facilities. The concerns in making a judgment on such requests are the need for what is requested and the needs of already existing programs. In other words, a discrete decision is called for that will promote the quality of the already existing facilities.

A priority regarding Montana's rehabilitation facilities is the strengthening and expansion of the eight (8) current quality facilities to their highest level of achievement in service provision.

Two ways of implementing this priority will be the adoption of block funding for rehabilitation facilities and compliance by rehabilitation facilities with the standards (the CARF standards) already set by the Rehabilitative Services Division as a prerequisite to that agency purchasing any services from such facilities or giving any grants to same.

In addition, the Rehabilitative Services Division will maintain close relationships with all planning and funding agencies so that cooperative projects and joint funding can continue to be implemented to increase services to all disabled individuals in Montana.

IDENTIFICATION OF REHABILITATIONSERVICE DEFICIENCIES

Two facility service needs are outstanding in Montana. -

1. The need for more facility services for the visually handicapped and legally blind.
2. The need to locate appropriate housing for the handicapped population utilizing facilities.

Technical assistance will be provided the facilities to teach facility staff how to provide facility services to the visually handicapped and legally blind. The second need is being met for the developmentally disabled. Other disability groups need special assistance over and above that provided by the rehabilitation counselor in locating housing.

POLICY ON STANDARDS FOR FACILITIES AND PROVIDERS OF SERVICES

## General Purposes of Standards

401.43

The State Division has established and will maintain standards for the selection of facilities and personnel utilized in providing services to handicapped individuals that will assure a high quality of service.

## A. Types of Facilities

1. It is the policy of the State Division to use, whenever feasible, facilities which are accredited or approved by an appropriate public authority or professional organization. Where this is not possible, the facilities selected, whether public or private, are those that appear upon investigation to be the best adapted to render the specific services required. Main factors in the selection of facilities in all cases are the professional and technical qualifications of personnel, adequacy of equipment, and scope and quality of services rendered.

## B. Standards for Hospitals

1. The State Division will give preference to hospitals approved by the Joint Commission on Accreditation of Hospitals, and which have more than 100 beds, with well developed surgical and specialty services, medical social services, and therapy departments. Preference is also given to hospitals affording residence training in the specialty in which treatment is sought. In the event that it is neither feasible nor economical in individual cases to use such hospitals, other hospitals will be used when equipped to give quality service as needed, and when approved by the Medical Consultant.

## C. Standards for Clinics

1. Wherever feasible the State Division will utilize well organized clinics offering services of high quality, and operating under or approved by an official State Agency.

## D. Schools and Other Training Institutions

1. The State Division will utilize only those schools, colleges, and other training institutions which are fully accredited by the office of the Superintendent of Public Instruction or other official accrediting agency within the State wherein the facility is located.

## E. Rehabilitation Facilities

1. Definitions - "Rehabilitation Facility" is defined in section 401.1
  - a. (u) of the Federal Register as a facility which is operated for the primary purpose of providing vocational rehabilitation services to handicapped individuals and which provides, singly or in combination, one or more of the following services for handicapped individuals:

1. Vocational rehabilitation services which shall include under one management, medical psychological, social and vocational services;
2. Testing, fitting, or training in the use of prosthetic and orthotic devices;
3. Prevocational conditioning or recreational therapy;
4. Physical and occupational therapy;
5. Speech and hearing therapy;
6. Psychological and social services;
7. Evaluation of rehabilitation potential;
8. Personal and work adjustment;
9. Vocational training with a view toward career advancement (in combination with other rehabilitation services);
10. Evaluation or control of specific disabilities;
11. Orientation and mobility services and other adjustment services to the blind; and
12. Transitional or extended employment for those handicapped individuals who cannot be readily absorbed in the competitive labor market ; Provided, that all medical and related health services must be prescribed by, or under the formal supervision of, persons licensed to prescribe or supervise the provision of such services in the State.

b. Vocational (Work) Evaluation

Vocational (Work) Evaluation: a comprehensive process that systematically utilizes work, real or simulated, as the focal point for assessment and vocational education, the purpose of which is to assist individuals in vocational development. Vocational (Work) Evaluation incorporates medical, psychological, social, vocational, educational, cultural, and economic data in the attainment of the goals of the evaluation process.

c. Work Adjustment

Work adjustment is a treatment/training process utilizing individual and group work, or work related activities, to assist individuals in understanding the meaning, value and demands of work; to modify or develop attitudes, personal characteristics, and work behavior; and to develop functional capacities, as required, in order to assist individuals towards their optimum level of vocational development.

Each facility providing work adjustment service for RSD clients will be required to submit a description of their work adjustment program to the state RSD office for approval prior to its acceptance of work adjustment fees. In addition work adjustment will be authorized for a period of only three months at one time. At the end of the three months a report on the necessity of continuing work adjustment will be required from appropriate facility staff.

Work adjustment may NEVER precede vocational evaluation, and a vocational evaluation is always a pre-requisite to work adjustment. Only if these two rules are followed by the facility, can work adjustment be authorized for RSD clients.

d. Sheltered Workshop

Sheltered Workshop is an institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment for an indefinite period of time to individuals who cannot meet the standards of the competitive labor market. Some individuals, however, may develop sufficient productive skills and adjustments which would enable them to move out of the facility into the competitive labor market. Rehabilitation services play a supportive role to successful employment in the facility.

e. Day Activity Center - a facility provides the initial phase of treatment for individuals both within the community and those discharged from the institution who are medically determined to be severely handicapped (mentally or physically). Its emphasis is in the provision of all, one, or some of the following services.

1. Personal health and hygiene - encourage and train for proper care of body, use and selection of clothes, dietary considerations, basic safety knowledge.

2. Social skills and attitudes - encourage and train for socially acceptable manners relating to table manners, social, group and heterosexual contacts, value and use of money, methods and customs regarding the use of the telephone and use of public transportation, encourage and train for conduct relating to self, property and person of others, role of social institutions, individuals and group customs.
3. Leisure time and recreational activities - encourage and train in the use of public recreational activities, churches, privately sponsored community programs, other social agencies, and home and individual leisure activities.
4. Arts and Crafts - encourage the crafting of items by individual clients for their own pleasure and satisfaction and not for sale.
- f. Work Activities Center - Such a facility "shall mean a workshop, or a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose. \*No Sheltered Workshop or separate department thereof shall qualify as a work activities center if the average productivity per handicapped worker is \$850 or more per year as measured by dividing the total annual earned income of the work program less the cost of purchased materials used, by the average number of clients in the work program or, if wage payments are primarily at piece rates, the average annual labor rate per client is \$600 or more as measured by dividing the total annual wages of the clients by the average number of clients in the work program. (The average number of clients shall be determined by taking the average of the total number of clients in the work program on the last day of each quarter in the previous fiscal year, provided such average is representative of the average number of clients employed during the entire year.) No individual worker whose productivity substantially exceeds this average shall be employed at less than the statutory minimum wage under a work activities center certificate. (A handicapped worker, whose productivity substantially exceeds the average, may be certificated under Regulations, Part 524 of this chapter, in rare and unusual cases where necessary to avoid extreme hardship, if he is unable to earn the statutory minimum because of his handicap, and if his production and earnings are included in the averages provided in this paragraph.) Where information is not available for a year, a temporary certificate if it is represented that the center expects and has good reason to believe that the conditions hereinabove specified will be satisfied when one year's data are available. Information to be considered will include the severity of disability of the handicapped workers employed, or other pertinent factors" CRF Title 29 Part 525

\*These figures are subject to change in the minimum wage law implemented by the United States Department of Labor.

9. POLICY ON EXTENDED EMPLOYMENT PROGRAM

The Rehabilitative Services Division has been authorized to subsidize overhead costs incurred by private non-profit Sheltered Workshops and Work Activity Centers in providing sheltered employment to severely disabled persons. This is a joint effort among Rehabilitative Services Division, Visual Services Division, and Community Services Division.

## A. Definitions

1. "Severely handicapped person" means any individual:
  - a. Who has a physical or mental impairment which requires multiple services over an extended period of time and results from amputation, blindness, cancer, cerebral palsy, cystic fibrosis; deafness, heart disease, hemiplegia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, neurological disorders (including stroke and epilepsy), paraplegia, quadriplegia and other spinal cord conditions, renal failure and any other disability, specified by the department in regulations it shall prescribe; and/or
  - b. Who, because of lack of social competence, mobility, experience, skills, training, or other successful characteristics, is in need of sheltered employment or work activity services in a protective setting.
2. "Physical or mental disability" means a physical or mental condition which materially limits, contributes to limiting or, if not corrected, will probably result in limiting any individual's activities or functioning. The term includes behavioral disorders characterized by deviant social behavior or impaired ability to carry out normal relationships with family and community which may result from vocational, educational, cultural, social, environmental or other factors.
3. "Self-care" means a reasonable degree of restoration from dependency upon others for personal needs and care and includes but is not limited to ability to live in one's own home, rather than requiring nursing home care and care for self rather than requiring attendant care.
4. "Sheltered workshops" means a charitable organization or institution conducted not for profit, but for the purpose of carrying out a recognized program of rehabilitation for handicapped workers, and/or providing such individuals with remunerative employment or other occupational rehabilitating activity of an educational or therapeutic nature - and which is RSD certified.
5. "Work activity center" means a physically separated department of a workshop having an identifiable program, separate supervision and records, planned and designed exclusively to provide therapeutic activities for handicapped workers whose physical or mental impairment is so severe as to make their productive capacity inconsequential. Therapeutic activities include custodial activities (such as activities where the focus is on teaching the basic skills of living), and any purposeful activity so long as work or production is not the main purpose - and which is RSD certified.



B. Objectives: The objectives of this program as identified by the Rehabilitative Services Division are:

1. The creation of additional employee work stations;
2. The provision of alternate types of care for current institutional population;
3. The provision of opportunity for severely disabled persons (who cannot be readily absorbed in the competitive market) to participate in Sheltered Workshop and Work Activity Center programs in Montana.

C. The Community Services Division has two main functions in this program:

1. Providing casework services related to the service goal of keeping the subsidized individual on the job during the prolonged workshop experience plus aiding in the preparation of him/her for advancement from the workshop situation.

The workshop personnel and Rehabilitative Services Division staff, having extensive experience with problems facing this group of people, will be planning resources in developing appropriate supportive service by which the service goal may be attained.

The social service worker is responsible for aiding the procurement of adequate housing, if necessary; arranging transportation for health or employment needs; day care, when appropriate; developing appropriate resources relating to money management, dress, deportment on the job; as well as offering individual or group counseling as needed.

2. Community services Division will assign a representative to the Extended Employment Committee for each facility.

D. The Rehabilitative Services Division has five main functions:

1. To administer the extended program including:
  - a. Allocation of extended monies to workshops;
  - b. Payment of extended monies to workshops;
  - c. Evaluation of the results of the extended payments related to subsidy program goals.
2. To participate with Community Services Division and the workshops and Work Activity Centers to assure that all clients referred for extended employment have been evaluated and determined to be appropriate for placement in sheltered employment.
3. To refer appropriate clients to certified workshops and Work Activity Centers, particularly those who are joint Community Services Division and Rehabilitative Services Division clients.

4. To assist in periodically re-evaluating clients who are closed in sheltered employment to assess their ability to profit from further Rehabilitative Services Division services, and to reopen such cases as may be able to benefit.
5. Supportive services required by individuals in the Extended Employment Program will be arranged by members representing Social Services or by the Community Worker.
  - a. Rehabilitative Services Division must be the first source of training opportunities to be considered for any individual, age 16 or over, who is not legally blind but whose condition of physical, mental or emotional health, or behavior problems substantially prevent him from holding regular employment.
  - b. Emotional or behavioral problems include the standard psychiatric classifications of mental retardation, psychoneuroses, psychosis, or behavior characterized by social deviancy or impaired ability to carry on normal relationships with family and community which may result from vocational, educational, cultural, social, environmental or other factors. To qualify in these categories there must be substantial evidence that the maladaptive behavior has been of sufficiently long duration to constitute a pattern of behavior and is not merely a situational reaction to crisis. There must also be supporting evidence to indicate that the behavior has substantially prevented the person from holding regular, suitable jobs. Included as eligible for Rehabilitative Services Division training or rehabilitation services are those people who have been functioning, but substantially below the capability they may attain through Rehabilitative Services Division services.
  - c. Referrals will be made to Rehabilitative Services Division under the regular referral procedures as outlined and as agreed upon by Community Services Division and Rehabilitative Services Division. After a suitable evaluation of rehabilitation potential by the Vocational Rehabilitation counselor and a determination made by the counselor that the client is eligible for the VR Extended Employment Program, the client will be referred to the Extended Employment Committee. A VR client in the Extended Employment Program cannot be closed a 26 until he/she has spent 60 days in the Extended Employment Program.

#### E. Extended Employment Committees

1. Guidelines: A multi-agency committee shall be established at each sheltered workshop and Work Activity Center participating in the legislatively approved extended program. Each committee shall have representatives from the facility, Social Services, and Rehabilitative Services Division (the Vocational Rehabilitation Facility Liaison Counselor and the Regional Developmental Disabilities Community Worker). The Rehabilitative Facilities Specialist is always an ad hoc member of the Committee and shall vote to break ties.
2. The purposes of the Extended Employment Committees are:
  - a. To screen referrals to appropriateness of certification to the ex-

tended program. The Rehabilitative Facilities Specialist should be consulted if there is any question as to appropriateness of a given workshop for a given client.

- b. To certify disabled persons to extended slot, in a particular workshop or Work Activity Center.
- c. To identify client goals. The client should be involved actively in the process of determining his appropriateness for sheltered employment under this program. Goals should be set with the client, not just for the client and each client should know what he can expect from this program and what he must put into the program. A written plan should be developed for each client and must be a part of the workshop, Social Service File, and the Rehabilitative Services Division file.

3. To monitor, coordinate, or provide services to extended clients:
  - a. Community Services Division social service worker should provide casework services.
  - b. Rehabilitative Services Division counselor should periodically ascertain client readiness for additional Vocational Rehabilitation services.
  - c. Workshop member should represent all workshop functions.
  - d. Community worker should provide purchase of service functions.
4. To de-certify clients:
  - a. When the absences of clients are too frequent for them to be gaining from workshop experiences.
  - b. When clients are deceased.
  - c. When clients move from area.
  - d. When clients can't tolerate the program.
  - e. When client reaches a level of productivity which no longer requires program.
5. To determine when and how long slots should be held open for absent enrollees.
6. To assess at least every six months the status of each client enrolled in extended slots to determine their progress, develop new goals, and otherwise review the written plan. The assessment should be committed to writing with a copy in the workshop files and in the Social Service and in the Vocational Rehabilitation case records.

Caseworkers assigned to this program must have time not only to work directly with clients, but to attend extended committee meetings to screen referrals and evaluate those already in the program.

#### G. Rules for Extended Employment Program

1. A client extended slot which remains vacant for a period of 60 days will be subject to removal from the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
2. A facility which is unable to provide consistent services minimally six hours per day five days per week, to extended clients, is subject to a reduction of the facilities slot allocation at the discretion of the Administrator of the Rehabilitative Services Division.
3. Should the services of a facility which provides extended services to clients of the Rehabilitative Services Division fall below minimum standards, the facility will be notified in writing of the deficiencies and be given a specific period of time to make corrections. Should corrective measures not be made, the facility will be subject to lose all allocated slots of the Extended Employment Program.
4. Facilities are required to notify the Rehabilitative Services Division Facility Liaison Counselor when a client has been absent from the program for three consecutive work days. The facility is responsible for informing the specified Rehabilitative Services Division personnel of the reason for the absence. The Rehabilitative Services Division personnel has the authority to excuse, or not excuse the absences. This fact will be viewed as one of the followups by the RSD Counselor.

#### II. Appointment of Extended Employment Committee

1. County directors assign a social service worker as liaison to a particular workshop.
2. Rehabilitative Services Division District Supervisors assign Community Workers and liaison Vocational Rehabilitation counselors to a particular workshop.
3. Each workshop director identifies a nominee to the committee--usually the director or professional staff member.
4. The Rehabilitative Services Division Facilities Specialist will be an ad hoc committee member and will assist the workshop director to get the committee started and help solve any organizational problems that might develop.

#### I. Organization of Committee

1. Each committee will elect a chairman of its choice. While the workshop representative would seem a logical choice to chair the committee, the members may appoint someone else.
2. Each committee will meet as needed to carry out its purposes. Larger workshops with greater numbers of extended work stations may find it necessary to meet quite regularly while smaller workshop committees may meet infrequently beyond initiation of the program.

3. Each committee will keep minutes of its meetings and keep such minutes on file at the workshop. Minutes should identify, for each referral, the reasons for acceptance or rejection into the program and the recommended client goals.
4. Three of the four committee members must be present to conduct business.
5. The committee should make a concerted effort in decision making and not certify a client into the program who does not meet the approval of each member. However, an occasional impasse may occur. In the event that a decision is not possible, decisions will be appealed to the Chief of the Special Projects Bureau.

J. Criteria for determining which clients are certified into-extended slots:

1. All referrals must have undergone a comprehensive work evaluation by Rehabilitative Services Division which is the referral resource.
2. The caseworker shall make a determination as to whether the referral is a recipient of SSI or Medical Assistance. Priority will be given to this group who would be entitled to Purchase of Service using Federal Funds from Family and Adult Services. However, Rehabilitative Services Division will fund subsidy slots using unmatched monies where clients meet remaining criteria.
3. Institutional History: Priority should be given also to those referrals who have been institutionalized in state institutions and who have been rehabilitated to the point of readiness for sheltered employment. Slightly lower priority shall be given to those referrals who have not been institutionalized but who are adjudged to be candidates for institutionalization if not provided sheltered employment.
4. Productivity Level: Since the purpose of this program is to provide sheltered employment for the severely disabled, the committee shall give greater weight to "obviously low" producers as compared with those who are only "marginally" productive. "Obviously low" producers are identified as being up to 50 percent productive (when compared with normal non-handicapped workers). "Marginal" producers would range between 50-75 percent productivity and be paid that percentage of the prevailing wage. These individuals usually "earn their own way" to a great extent and the workshop requires relatively little financial support outside of product sales. Workers classified as over 75 percent shall not be certified to the extended program as they are productive enough to contribute their share of the overhead and they are approaching the point of readiness for competitive employment.

Productivity level would be determined in the evaluation process.

An amount considered necessary to subsidize the net loss of a workshop serving this client population, will be determined by each facility & used as the payment required.

5. The Extended Committee shall develop and maintain a prioritized "waiting list" from which candidates shall be drawn when vacancies occur; such prioritized list shall be developed along the lines of the criteria described in these guidelines.

N.B. Due to increases in grant allocations for overhead expenses, it should be anticipated that wages or individual clients income (prime or sub-contract) would increase.

- K. Policy number four (#4) on Financial Need will apply to all recipients of Extended Employment Services.
- L. Applicants entitled to Social Services who are Developmentally Disabled must utilize funds available thru the Purchase of Service Program. Other applicants entitled to Social Services and not eligible for Purchase of Service should be the first priority, for Extended Employment.

## Appendix C

### Resolution:

The Rehabilitative Services Division does not have the need or the resources to support other than the following eight rehabilitation facilities and any of their potential satellites:

Billings Sheltered Workshop  
3116 First Avenue North  
Billings, MT 59102  
Phone: 248-9115

Missoula Rehabilitation Center  
2829 Fort Missoula Road  
Missoula, MT 59801  
Phone: 728-3570

Eastern Montana Industries  
P. O. Box 636  
Miles City, MT 59301  
Phone: 232-3740

Butte Sheltered Workshop  
207 South Montana  
Butte, MT 59701  
Phone: 792-7911

Helena Rehab. Industries  
1325 Helena Avenue  
Helena, MT 59601  
Phone: 442-8632

Missoula Opportunity School  
402 East Madison  
Missoula, MT 59801  
Phone: 721-2930

Easter Seal Adult Training Center  
4400 Central Avenue  
Great Falls, MT 59401  
Phone: 453-7649

Flathead Industries Activity Center  
P. O. Box 685  
Kalispell, MT 59901  
Phone: 755-7656

